

MNCIS Odyssey Assistant

(ITD_SP_0114e) August 2006

User Instructions for Government Agencies

Access MNCIS Odyssey and log in

1. From the desktop, use the mouse to double-click on the MNCIS Odyssey icon. (Read the MNCIS Odyssey Assistant Installation Guide if you have no icon.)



2. Enter the User ID and Password into the login dialog.
3. Click the Sign On button.



Navigation Tips

- Most searches are performed using the *navigation menu* (or *nav bar*) at the left of your monitor screen, shown by "A" below. Click the button shown by "B" below to show or hide this nav bar:








- Click the "X" box (at "C" above) to exit.
- If you have permission to access multiple locations, MNCIS Odyssey gives you the option to specify the location(s) you wish to search. Click the *location picker icon* to display a dialog for this purpose:

Courts



Symbols and flags

-  Click to view more information
- CR** Click to view a record for the underlined item
-  Indicates the most recent record or lead attorney
-  Active warrant(s) exists for this party
-  Party is registered sex offender (blue flag)
-  Party has caution flag set on record (red flag)

About the Information in this view

- All access is inquiry only. Information is not delayed.
- Currently, access excludes confidential, restricted or sealed cases, although the courts are working to make this available to agencies.
- MNCIS Odyssey is unavailable from 5:30 to 6:30 a.m.
- The MNCIS Odyssey database contains case records from both before and after the MNCIS implementation date. Case details from pre-MNCIS cases may be limited due to the nature of data conversion.
- No reporting capability is provided with this logon. If you require comprehensive survey information, contact Court Research.
- This is an Internet-based application, and your response time depends on your network's bandwidth.

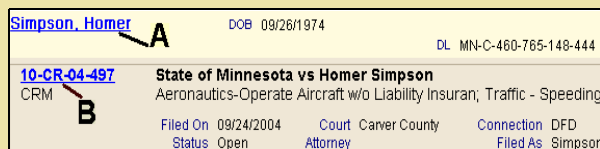
Requirements

Government agencies and their employees/representatives must inform themselves of and adhere to the current policies set forth in the *Agreement* and *Policies & Notices* documents as posted on the courts' extranet site.

Agencies must request logon identities reflective of the various case-record-access permission levels within their user population. Do not share logons among personnel of varying permission levels.

Find a Case, Party, or Attorney

1. Click *Find a Case* or *Find a Party* from the navigation menu.
 2. Enter as much search criteria as you can provide. (See "Search tips" on page 2.)
 3. Click Search.
- If one case match or party is found, the system opens it. If MNCIS finds multiple matches, it displays a list. A blue case number indicates a currently active case. If no matches are found, it displays "No Match Found."
4. Click a name link ("A" below) to view the General tab for the party or attorney. Or, click a case number link ("B" below) to access the Summary tab for the case.



A party search may yield multiple similar names. These may be different individuals or entities. Or, a party could have had multiple TCIS records in the system, and court staff had insufficient information or time to combine these into a single record.

You may notice that a party has one or more "Aliases" in addition to a current known name. All name types are included on the *party* record as AKA (also known as), DBA (doing business as) or FKA (formerly known as), but not all names are necessarily included in a particular case.

MNCIS Odyssey Assistant

User Instructions for Government Agencies

Search Tips

When searching by name:

- Specify if you are searching for a Person, Nickname, or Business.
- Both first and last name fields are required.
- Use an asterisk "*" in the name fields for wildcard search.
 - Last name requires at least 3 characters before asterisk
 - First name requires at least 1 character before asterisk:

Search by Party Information ☐ Use Soundex

☐ Person ☐ Nickname ☐ Business

Last Name smi*

First & Middle *

- Check the Use Soundex box for a search based on the beginning sounds of the name. You cannot use wildcards and soundex simultaneously.

When searching by number:

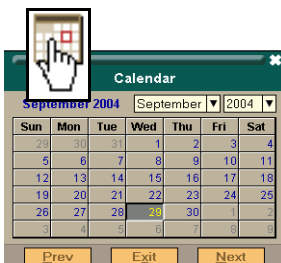
- Enter the entire case number.
- Case number searches require you to enter the entire case number. Omit dashes and leading zeros.
- DL number searches require you to enter the entire DL number and to select the state.
- Bar number searches require you to enter the bar number without leading zeros.
- Enter citation numbers as they appear on the citation.

When providing a date:

Enter dates in mm/dd/yy format, or use these shortcuts:

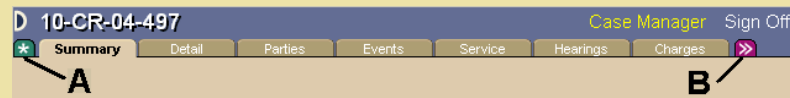
- "T" or "t": Today's date
- "t+number" or "t-number": Today's date plus or minus that number of days
- "w+number" or "w-number": Today's date plus or minus that number of weekdays

You can also enter dates by clicking on the calendar icon to access the calendar:



View Case Information

Case information is displayed on individual *Tabs*:



Click the *tab list icon* (at "A" above) to display a clickable list of all available tabs. Click the *tab scroll icon* (at "B" above) to view additional tabs.

The availability and contents of the tabs depend on case type.

Summary shows case style (or title), status, filing date, case type, county charges and dispositions (for criminal case), registry of actions, events and hearings on court record, flags, and related cases:



The Register of Actions link (circled in image at left) accesses the View Case Summary window, which lists case and party information, events, and court orders, and is printable.

Additional shows additional parties involved in the case

Bonds shows bail bonds associated with a case

Charges shows amendments, Appear By date and charge numbers

Conditions shows interim conditions and condition history

Detail shows case assignment and appear-by date. This tab also contains links to access cases related to this one, if any.

Disposition shows pleas, dispositions, and court decisions for each charge. MNCIS Odyssey does not record details regarding the plea bargain/agreement process, and does not record that any plea, disposition, sentence, or judgment was a result of a plea bargain or agreement.

Events shows case activity that is part of the official court record

Exhibits shows list of exhibits for the current case

Financial shows bond and registry amounts, fees, trust accounts, restitution

Hearings shows hearing history, sortable by date order or hearing type; can filter on past, future, today or canceled hearings (see Find a Hearing, page 3)

Parties shows parties by name, current and past parties by their role in the case, and all attorneys

Placements tab is not available for Non-confidential access

Service shows history of documented service in the case

Warrants shows case warrants and active warrants on a party

Quickly restore search results from your most recent search by clicking **Case History** at the top right of the Case Search page:

Case History

For additional search options, click the **Use Advanced Search** button.

MNCIS Odyssey Assistant

User Instructions for Government Agencies

Find a Hearing

Click the nav bar option to *Find a Hearing*. Complete search fields.

Search Options

- ☒ Include Inactive Cases
- ☐ Include Hearings with Results
- Show 10 Matches Per Page ▼

Case Categories

- ☒ Criminal
- ☒ Civil
- ☒ Family
- ☒ Probate or Mental Health

Hearing Types Clear All

- ☒ Account Hearing
- ☒ Adjudicatory Hearing
- ☒ Admit/Deny Hearing
- ☒ ADR Conference

To narrow the search you can:

- Exclude inactive cases
- Exclude hearings that have results
- Select specific Case Categories
- Specify the hearing type(s). You can quickly do this by clicking Clear All, then scrolling down and checking the hearing types that interest you.

Enter search criteria similar to that for finding a case, then click Search. If you receive no results searching for a hearing on case you know is scheduled, change the date range to include more

dates (by default, MNCIS looks for future hearings). Or, perhaps the case has been classified as confidential or sealed.

See Search Tips, page 2

Find a Citation

Click *Find a Citation* (or click the *Citation* link on the Charges tab for a case). You can search on a citation number, case number, offense date, date the citation was entered, or info about the citee (party who received the citation). Click Search. On the list of results, click the Citation # link to see *original data* accurate at the time the citation was issued (for *up-to-date information*, see the Charges tab on the case):

Modify Citation Case Manager Sign Off

Agency: Chanhassen Public Safety Department Case Type: Civil/Trial Mandatory
Citation #: 554854555-4554 Sub-Type:
Offense Date: 09/02/2004 Time: Ticket Date: 09/02/2004

1. Citee
Citee: Simpson, Homer James
Code: 343218 Degree: Gross Misdemeanor
Description: Overwork/Mistreat Animals-Catagory
2. Vehicle
Status: TEST OOC
MOC: 51234
3. Incident
Report To DNR
Targeted Misdemeanor
Location of Violation:
4. Charges
1 Violation

View Calendar

The first time you select *View Calendar*, you must specify the view:

- Select View (Weekly or Monthly)
- Select the Owned By Location, if given the option
- Select the Calendar name

MNCIS Odyssey remembers the view you defined. You can change this default view by clicking **Preferences** ("A"). Look at a different view temporarily by clicking **Calendar** ("B"). Obtain the latest data by clicking **Refresh** ("C").

Specify dates with the Go-To, week-of, week/month toggle, and multiple-days buttons ("D"). Click < or > ("E") to change which day of the week is shown at the far left, or << or >> to advance to the next week/month.

In the calendar display ("F"), click a block to view a popup list of sessions. Click a session link to view which cases are scheduled for each hearing ("G"). Confidential case info is currently not displayed.

Due to the possibility of last-minute unrecorded changes, calendar info is not guaranteed. Rely instead on hearing info direct from the court.

New General Carver's Calendar for the Week of September 20, 2004
Owned By Location: Carver County

Calendar navigation: A Preferences B Calendar C Refresh

Calendar view: F Monday September 20, 2004 Tuesday September 21, 2004 Wednesday September 22, 2004 Thursday September 23, 2004 Friday September 24, 2004

D Court Session Case Manager Sign Off

Court Session: Criminal 1
Date: Friday, October 22, 2004
Time: 8:30 AM - 12:00 PM
Resources:
Show Rescheduled Hearings
Capacity: 3 of 25

G Create List Reorder Hearings

8:30 AM	Type / Duration	Case Number / Style	Lead Attys	Rescheduled	Actions	Mark
1	Settlement Conference	10-CR-03-832 State of Minnesota vs	J. Keehr D. ELDRIDGE			X
2	Sentencing	10-CR-04-216 State of Minnesota vs	J. FAHEY D. Swanson			X
3	Probation Violation Hearing	10-CR-04-82 State of Minnesota vs	J. Shimshak			X

Find a Bond

Click *Find a Bond* to search for any personal surety bond or cash bail associated with the case, party, or bond number on which you search. (Or, access the case or party record that interests you and view its Bonds tab.) Click Search, then click either the link for the bond number or the status to display the Bond record.

The Detail tab shows bond info including charge(s).

Simpson, Homer James, J. DOB: 03/04/1972
aka: Simpson, Homer
(1610001922) - Cash Bail Active
Simpson, Homer Court File
10-CV-04-795
Failure To Appear NONE

Bond Detail Detail Status Financial

Simpson, Homer Active
Male DOB: 03/04/1972 DL: MN-S-134-680-246-802 Court File

Bond Type: Cash Bail
Posted At:
Payer: Simpson, Homer
Amount: 800.00 Receipt #: 755
Location: Carver County
Comment:
Arrest Date:
Posted: 08/28/2004
Bond #:
Case #: 10-CV-04-795
Vol: Page: # Pages:
Charges on this Bond
Code Off Date Offense Degree
FTA 08/28/2004 Failure To Appear NONE

The Status tab gives activity history.

The Financial tab (if bail) shows registry balances. Or, the Surety tab (if personal surety bond, attachment bond, etc.) shows posting info and identifies the bond company.

MNCIS Odyssey Assistant

User Instructions for Government Agencies

Find a Judgment

Find a Judgment allows you to view a list of cases for which judgments were entered against the party name or nickname you search. On the Search Results:



Simpson, Homer



1. Click the X beside one or more names to change it to a mark.
2. Click View.

Results are limited to one county and are displayed in the form of a Judgment Certificate, which your Agreement with the courts obliges you not to print. Note the case number(s) and perform a case search. On the Disposition tab for the case, click Judgment to view judgment history.

NOTE: If a judgment was subsequently amended or vacated, the judgment itself does not indicate that it is inactive.

About Case Numbering

Case numbers of cases that originated in MNCIS (that is, were not converted from TCIS) follow this convention:

10-VB-04-7373

2-digit county number, 2-character case type, 2-digit filing year, sequential number that starts at 1 for each case type in each jurisdiction, in each calendar year. A 2-character satellite identifier (if any) may appear immediately behind the county number. When entering a case number to search on, omit the dashes.

Case types: **CO** = conciliation, **CR** = mandatory appearance, **CV** = civil, **FA** = family, **JV** = juvenile, **PR** = probate, **VB** = non-mandatory appearance

Find an Account

Find an Account shows registry and cash bail for the case or party on which you search. (Fines, fees, and child support are not displayed.) This option only finds cases or par-

Account	Total Owed / Balance	Current Due	Past Due	Last Pmt / Deposit	Last Pmt / Deposit Date
10-CV-04-795	800.00				
10-CR-04-456	25.00				08/28/2004

ties where registry or cash bail exists. If too many or few results appear, click Refine ("A") to revise the search. Confidential cases are listed but not as links.

Account: Displays the account type or case number. If this column displays the case number, click it to access the case's Summary tab. If it displays Payment Plan, you can click on the link to access the payment plan information.

Total Owed/Balance: The total amount deposited into a registry or trust, or remaining balance due on payment plan.

Last Pmt/Deposit: Amount applied to the registry or trust on the most recent deposit.

Last Pmt/Deposit Date: Date of the most recent deposit to the registry or trust.

Find a Warrant

Find a Warrant shows the status, issuing judge, relevant dates, and charges for a warrant. Normally a warrant is issued on the defendant, but may also be issued for someone else, such as a witness.

To search, provide the case number or warrant number (this is often the case number, followed by a sequential number). Or, supply name information. Check at least one box in the Location section, then click Search. If no cases result, try checking both Active and Inactive boxes. On the Search Results, click the warrant link to display warrant information:

Warrant # 10-CR-04-497 - 1

Simpson, Homer DOB: 09/26/1974 DL: MN-C-460-765-148-444 Judge Chamber: Inactive

Warrant # 10-CR-04-497-1 Issued 09/24/2004

Type Arrest, Complaint, Order of Detention Served Unserviced

Administrative Owner Carver County Expires

Issuing Judge Aandal, Donald J. Cases 10-CR-04-497

Affiant Vol Page # Pages

Charges on this Warrant

Code	Off Date	Offense	Deg	Fine	Bond
10-CR-04-497					
169142a	09/24/2004	Traffic - Speeding - Exceed Limit	MSD		
Totals					

Bond Type Hold without bail or bond

Unserviced: Indicates the warrant has been issued.

Served: Shows a served date.

Recalled: Shows a recalled date. (A warrant cannot expire if it has already been served or recalled.)

Charge: Information for a case participant other than a criminal defendant will be either Failure to Appear, Failure to Pay, or Contempt of Court.

Hold without bail or bond: Checked if the warrant is body only (no bail or bond amount).

If you search on warrants for a party and the results list includes cases you cannot access, it may be because these are confidential cases.

Obtain Support

Questions on case record information that is displayed in your OA account should be directed to your local court representative. For technical support, review the documentation posted on the MNCIS support web page at: <http://www.mncourts.gov/mncis/govaccess/support>. If this documentation does not help you resolve the issue, you may submit a request for technical support.